

OPM 5-100-1
PERSONNEL DIRECTOR MEMORANDUM NO. 67-53

SUBJECT: Development and Coordination of Regulatory Issuances

1. The following instructions govern the development and coordination of proposed regulatory issuances (Agency Regulations and Policies, Handbooks and Personnel Director Memoranda) within the Personnel Office.

2. Primary responsibility for the development and coordination of regulatory issuances rests with the Plans, Research and Development Staff. However, each Staff and Division of the Personnel Office is responsible for participating in the development and review of regulatory and procedural issuances affecting its functions and responsibilities.

3. Development of issuances by Personnel Office:

a. As a general rule, drafting of new regulations and notices will be initiated by PRDS in participation with representatives of other Personnel Office elements immediately concerned with the topic to be covered. Such participation will be at working level with the individuals most familiar with day to day operating problems in the areas involved.

b. Initiation of proposed amendments or revisions of existing regulations and notices will usually be the responsibility of the Staff or Division having functional responsibility for the topic covered.

c. Handbooks covering specific technical subjects will ordinarily be drafted by the Division or Staff having responsibility for the area involved. When the nature of the material is general or covers a variety of functional responsibilities, PRDS will ordinarily assume primary responsibility for initial drafting with the assistance of other components concerned.

4. Coordination of proposed issuances: Proposed regulatory issuances, whether prepared internally or externally, will be coordinated within the Personnel Office as follows:

a. Proposed regulatory issuances will be coordinated with each Staff and Division of the Personnel Office prior to submission to the Personnel Director except when the nature of the material is such that coordination would be inappropriate. PRDS has primary responsibility for effecting this coordination. Proposed issuances developed by other components of the Personnel Office will be referred to

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to PDC for this purpose. When coordination is not effected, a note stating the reasons for non-coordination will be included in the transmittal forwarding the issuance to the Personnel Director.

b. The attached Coordination Record will be used by PDC to obtain concurrence or comments. An original and one copy will be distributed with the proposed issuance and one copy will be retained for a suspense record. As a general rule, at least three days will be allowed for review by the coordinating unit although shorter periods may be required in special cases. Special cases will be treated on a hand-carry basis.

c. The primary purpose of the coordination process is to obtain substantive review. Editorial suggestions will, of course, be considered. Every effort should be made to resolve differences on substantive points before the issuances are forwarded to the Personnel Director. Differences which cannot be resolved through informal discussions will be recorded on the Coordination Record. PDC will summarize the specific problem and the different positions taken and refer the question to the Personnel Director for decision.

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CHARLES E. RABSON
Personnel Director

Attachment